

**Board of Fire Commissioners
Spokane County Fire Protection District 10
929 South Garfield Road
Airway Heights WA 99004
BOARD MEETING MINUTES**

February 4, 2020

5:00pm

Chairman Mericle called the meeting to order at 5:00pm

Present

Commissioners Scott Mericle and Gordon Hester; Chief Ken Johnson; Deputy Chief Orlando Sandoval; Division Chief Debby Dodson; Deputy Chief Don Malone and Administrative Director Peggy Callahan. Commissioner Pegg had an excused absence.

Swearing In – Deputy Chief Don Malone was sworn in. Meeting paused at 5:00pm for swearing in reception.

Regular meeting resumed at 5:20pm

Approval of the Agenda

Item #3 (US Department of Labor Back Wage Agreement) under New Business was added to the agenda/ The agenda was approved as amended.

Approval of the Minutes

Minutes from the January 6, 2020 meeting were approved as mailed.

Correspondence

Financial Report

AP Warrants 13128 – 13144 totaling \$36,915.26 were approved. AP EFT/ACH totaling \$29,910.10 was approved. Payroll Warrants 808098 - 808106 totaling \$23,848.41 were approved. PR DD/EFT/ACH totaling \$106,587.38 were approved. December 2019 bank reconciliation was reviewed. 2020 Revenue and Expenditure budgets were reviewed.

Chief's Report

- FAFB JPRA Chief Kimo stated that the base commander would like to move forward with providing fire protection to the JPRA. They want to consider the Station 5 use and move forward. Kimo is retiring in the next few months but hopes this remains a priority.
- FCAB- Fire Communication Advisory Board- A third party company is reviewing user fees. We will see an SLA- Service level Agreement update soon.

- 9 members are wanting to sign up for EMT classes at 1,700.00 each. I have asked that we consider having members make a financial comment to the department and that if they drop out or don't pass, they would have to reimburse the department.
- We will start to see some of our efforts in the recruitment and retention position as we see marketing project gets completed and the website, video, newsletter, open house, social media, and reaching targeted audiences
- Annual Awards banquet went well with a special thanks to the Association Board members for all their hard work. Airway Heights covered for us and we will cover for them this Saturday.
- I had members list out some of their goals for the year as well as some of their training wants.
- DOT inspections on all the apparatus are being conducted.
- Annual Generator servicing is being done this month as well.
- February 22nd @ 0900 we will be offering a public Stop the bleed class and hands-only CPR class
- Feb 8th Div Chief Dodson and 1001 will be helping test twelve Fire Officer 1 candidates around the county.
- I need help getting the word out about having me come and Speak about our upcoming EMS levy and community events. We should be having a newsletter being put together in the next few months.
- Teamwork guidelines have been distributed to staff; will be working on implementing those in 2020.
- District had two (2) fatalities within a five-hour period this weekend. We've activated the CISM team – they will be here on Thursday at 5:30pm.

Old Business

1. Review and discuss follow up from roundtable discussion Lt Murphy reported on Training Activities for the upcoming year; including realigning Target Solutions training calendar and the google training calendar and revamping physical fitness requirements for new hires.

New Business

1. Administrative Staff Salary Review – tabled until next month.
2. DC Malone vacation hours – Chief Johnson requested that the board give DC Malone 40 hours of vacation, in addition to his normal accrual. Discussion followed. Commissioner Mericle made a motion to give DC Malone 40 hours of vacation; seconded by Commission Hester. Motion carried.

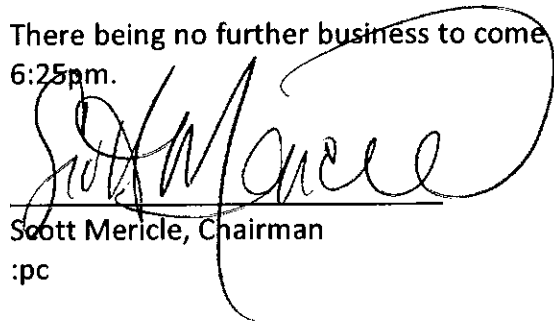
3. Back wages US Department of Labor – AD Callahan reviewed the letter from US Department of Labor relating to back wages for firefighters who exceeded 53 hours of work in a 7-day FSLA period from September of 2017 through September of 2019. Wages will be paid to the firefighters no later than February 14th. Commissioner Hester made a motion to approve the back-wage payment; seconded by Commissioner Mericle. Motion carried.

Public Comment – Commissioner Mericle opened the meeting up to public comment.

Adjournment

The next regular meeting will be March 3, 2020 at 5pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 6:25pm.

A large, stylized handwritten signature in black ink, appearing to read "Scott Mericle", is written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.

Scott Mericle, Chairman

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